

Career Opportunity Bulletin

STATE OF MAINE
DIRECT HIRE CAREER OPPORTUNITY

Department of Corrections
COMMUNITY CORRECTIONS, DIVISION OF JUVENILE SERVICES

JUVENILE COMMUNITY CORRECTIONS OFFICER

An Equal Opportunity/Affirmative Action Employer



Date Issued: January 9, 2012
Pay Grade: 23
Job Class Code: 5270

Date Closed to Application: January 31, 2012
Bargaining Unit: MSLEA
Salary: \$34,112 - \$46,176/yr plus \$.85/hr. stipend

Value * of State-paid Health Insurance

Level 1:	95% State Contribution (employee pays 5%)	\$345.58 biweekly
Level 2:	90% State Contribution (employee pays 10%)	\$327.39 biweekly
Level 3:	85% State Contribution (employee pays 15%)	\$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State paid Dental Insurance: \$13.69 bi-weekly
Value of State's share of Employee's Retirement: 17.26% of pay

GENERAL INFORMATION:

The Maine Department of Corrections has full-time current vacancies in Androscoggin, York and southern Aroostook Counties as well as a 25 hrs/week position in York county. Qualified applicants will be placed on a register for these vacancies as well as for anticipated* vacancies, state wide, through December 31, 2012. Please be specific about what **locations** you would accept. If you indicate that you would accept a position in a particular location and turn it down, your name will be removed from all other vacancies.

*Anticipated vacancy in Penobscot County, others may be opening.

DESCRIPTION:

Juvenile Community Corrections Officers (JCCO) are responsible for the supervision and case management of juvenile offenders referred to the Department of Corrections (DOC) or released to the community. Work includes assessing, counseling, and supervising juvenile offenders on probation or other forms of community release; completing aftercare, pardon, and pre-disposition investigation reports; interstate compact investigations and duties; and investigating and participating in the formulation of release plans. JCCOs make decisions relative to the detention, diversion, prosecution, disposition, referral, and discharge of juvenile offenders.

MINIMUM QUALIFICATIONS:

In order to qualify, you must have a Bachelors Degree in Criminal Justice, a Behavioral Science or Social Science area, or a closely related field and six (6) months of experience in juvenile probation/parole work, youth counseling and case management, or juvenile law

enforcement activities -OR- an equivalent combination of directly related education, experience, and training.

NECESSARY SPECIAL REQUIREMENT:

The work of a JCCO requires extensive travel within a designated geographic territory, occasional evening and/or weekend work, and overtime as necessary.

TO APPLY:

Complete a Direct Hire application form available at all Maine Career Center Offices, on the Department of Corrections web page, and on the State of Maine web page http://www.maine.gov/bhr/state_jobs/direct_jobs.shtml. The completed application, including the **required Supplemental Qualifications Form**, copies of post-secondary transcripts, must be sent to: Department of Corrections Service Center, Attn: Brenda Hernandez (brenda.j.hernandez@maine.gov), State House Station #111, Augusta, Maine 04333. Phone: 207-287-4337. Fax: 207-287-4370.

APPLICATION INFORMATION:

You must complete a State of Maine Direct Hire Employment Application form available at http://www.maine.gov/bhr/state_jobs/how_to/direct.htm and the attached Supplemental Qualifications Form. The complete application must be submitted to: Brenda J. Hernandez, Station 3 111, Augusta, Maine 04333 or email brenda.j.hernandez@maine.gov

Maine State Government is an Equal Opportunity/Affirmative Action Employer



SUPPLEMENTAL QUALIFICATIONS FORM

JUVENILE COMMUNITY CORRECTIONS OFFICER

AUGUSTA, MAINE

INSTRUCTIONS:

This request for supplemental information is to allow you to directly relate your education and experience to specific job requirements. If you need more space, attach additional sheets and identify the area(s) to which they relate.

After each statement, if it is applicable to you, please describe how you gained that experience and reference your employment application.

The statements you make will be the basis for evaluating your specific qualifications for this position. This form is part of the examination process and is confidential. *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*

Statements made on this form and in your application are subject to verification the Department of Corrections.

NAME _____ DATE _____

SUPPLEMENTAL QUALIFICATIONS FORM: A score will be assigned based on the information you provide in your application **and Supplemental Qualifications Form** as compared to criteria developed by experts who are familiar with this job and its requirements. (Please note: Supplemental responses should be **brief yet thorough**. They are the basis for determining which candidates will be interviewed for a position.)

*For each section below, please select the areas in which you have education and/or training and/or experience and **explain**.*

Please check all that apply:

Commitment to Criminal Justice

☐ I have worked at a professional level in (or in partnership with) the criminal justice system.

☐ I have experience taking difficult positions on issues and handling professional or personal disagreement with co-workers, lawyers, clients, or others.

☐ I have experience demonstrating philosophical support for correctional strategies which account for underlying factors that contribute to anti-social behavior.

☐ I have experience demonstrating philosophical support for client accountability in the criminal justice system or other settings.

☐ I have experience in collaborating with entities serving juveniles under stress.

☐ I have an educational background in criminal justice or a closely related field.

Case Management

☐ I have experience completing standardized assessments.

☐ I have worked with clients to develop outcome oriented case plans that target risks and/or needs.

☐ I have experience in administering programs or providing services in juvenile corrections programs

☐ I have experience collaborating with outside agencies toward addressing the risk and needs of clients.

☐ I have experience applying judgment, discretion, and analyses in making rational important decisions regarding clients.

☐ I have experience effectively managing a large workload by applying time management strategies, establishing priorities, and managing urgent or crisis situations.

Technical Writing and Reporting (and administrative duties)

☐ I have experience writing descriptive and/or other reports.

☐ I have experience presenting oral information in court, team meetings, or other settings.

☐ I have experience in motivational interviewing techniques.

☐ I have training and/or experience with computer operations, word processing operations, web based applications, other.

☐ I have experience in providing clear documentation of completed work.

☐ I have experience interviewing a variety of people to evaluate safety and risk factors.

Law Enforcement Practices

☐ I have experience making decisions regarding public safety matters.

☐ I have experience working with judges, attorneys and others in the legal system dealing with juvenile offenders

☐ I have experience in investigatory practices.

☐ I have experience in drug testing/substance related issues.

**BACKGROUND CHECK FOR EMPLOYMENT IN THE MAINE DEPARTMENT OF
CORRECTIONS**

FACILITY: Community Corrections

POSITION: Juvenile Community Corrections Officer

IN ORDER TO PROCESS YOUR APPLICATION FOR A POSITION AS A JUVENILE COMMUNITY CORRECTIONS OFFICER, THE MAINE DEPARTMENT OF CORRECTIONS CONDUCTS A BACKGROUND CHECK WHICH INCLUDES THE FOLLOWING:

- Department of Corrections records
- Motor Vehicle records
- Law enforcement records
- Maine State Bureau of Identification
- Federal Bureau of Identification

ANY CRIMINAL CONVICTION AND/OR JUVENILE ADJUDICATION MAY DISQUALIFY YOU FROM CONSIDERATION AS A JUVENILE COMMUNITY CORRECTIONS OFFICER.

This includes motor vehicle violations that constitute crimes including OUIs/DWIs/OAs committed as an Adult and/or as a Juvenile.

HAVE YOU EVER BEEN CONVICTED OF AN ADULT CRIME OR ADJUDICATED OF ANY JUVENILE CRIME?

This includes crimes or juvenile crimes or their equivalent in any jurisdiction including federal, military, tribal, and other states or countries.

If YES, please explain:

Signature of Applicant

Date

Failure to disclose any of the above may be cause for disqualification and/or termination of your employment.

STATEMENT OF APPLICANT

I understand the following information will be utilized solely for the purpose of obtaining a background check as described above.

Title of Position

Applicant's Signature

Date of Birth

Name Printed

Social Security Number

Driver's License Number/specify State